

**Subject: Proration of Food Packages**

Effective Date: October 1, 2018

Revised from: New

**Policy:** As detailed in [FCI 04.00.00 eWIC Card and Benefit Issuance](#), one Electronic Benefit Account (EBA) is created per family and benefits are issued to the EBA, aggregated so all benefits are together. (Exception: Each foster child has their own card and EBA.) The family's aggregated benefits all have the same First Use Date (FUD). In certain situations, an individual family member's food package for the current benefit period may be prorated to align with the existing FUD of the EBA. These situations include a family member who is newly added, recertified so is newly active, switched back into the family or receives a food package change.

KWIC automatically determines when and how a client's food package is prorated. While nutrition **tailoring** is based on individual nutrition needs and preferences, **proration** apportions the amount of supplemental food a client is entitled to receive based on the remaining days needed to align the client's FUD with the existing active FUD of the family's EBA (i.e. the family's current benefit period). If other family members are not in a current benefit period, all family members receive a new FUD and there is no proration.

Foods excluded from proration include:

- Beans (dried and canned)
- Cheese
- Eggs
- Fruit and Vegetable dollars
- Peanut Butter
- Whole Wheat Bread or Whole Grains
- Yogurt

Of the remaining items in the food package, the following charts display how much KWIC will provide of the food package based on the number of days left in the family's current benefit period.

Client with all proofs, certified for a full certification period.	
Days Remaining Until Next FUD	% of Package Issued
0 – 5	25%
6 - 17	50%
18 - 23	75%
24 - 31	100%

Client missing proofs, certified as a <b>30 Day Temp client</b> .	
Days Remaining Until Next FUD	% of Package Issued
≤ 15	50%
≥16	100%

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In addition, KWIC will prorate benefits when a client is **suspended** with any reason or **terminated** with specific reasons as follows. Proration rules are:

- If 15 days' notice is contained within the client's current use month, the client will receive that full month's benefits.
- If 15 days' notice will extend into the client's following use month, client will receive 50% of the following month's benefits.

**SUSPENSIONS**

- **All** suspension reasons are prorated to allow the client to receive the required 15-day notice to request a fair hearing.

**TERMINATIONS****NO PRORATION of benefits**

**Note:** This means client keeps all benefits as issued if they have current benefits if terminated using these dropdown reasons. The system doesn't automatically void the benefits, so staff would have to manually void benefits if necessary.

- Adult client was terminated for categorical ineligibility because of age
- Breastfeeding mother whose baby is over one year old
- Caregiver request
- Certification period expired
- Child reached five years old
- Death
- Does not live in program area
- Duplicate client
- No nutritional risk found
- Non-breastfeeding mother, six months or more after delivery
- Other
- Over income guidelines
- Pregnant, six weeks past due date
- Priority not served

**PRORATION of benefits**

The following termination reasons are prorated to allow the client to receive the required 15-day notice to request a fair hearing.

- Dual participation
- Program Abuse – accepting cash or credit from store with WIC transaction, second violation
- Program Abuse – altering WIC checks, second violation (this will remain an option until all clinics are eWIC)
- Program Abuse – assessed claim, \$100
- Program Abuse – eligibility misrepresentation, second violation
- Program Abuse – fraudulent dual participation

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**Reference: FNS Food Package Policy and Guidance, March 2018**

**Procedure:**

1. The KWIC system automatically determines if a food package is prorated and what items will be prorated. Staff need to understand the policy to be able to explain the proration to clients.
2. The KWIC system indicates a food package is prorated in several places such as:
  - a. Assign Food Package screen
  - b. Issue Benefits screen
  - c. View Issuance popup
  - d. Issuance History screen
  - e. eWIC Activity screen
3. Other information:
  - a. If there are other family members within a current benefit period, using Modify Benefits to void a food package might result in proration, depending on the number of days left in the benefit period.
  - b. Using Modify Benefits to reissue formula within a current benefit period does not automatically prorate the formula.
  - c. In KWIC, prorated food package names are identified by a leading "TP" (for Tailored Prorated), e.g. 1TP – 4a – Child 12 to 24 mo.